

## SUBCHAPTER H—CLAUSE AND FORMS

### PART 2952—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

Sec.

2952.000 Scope of part.

#### Subpart 2952.1—Instructions for Using Provisions and Clauses

2952.102-1 Incorporation by reference.

2952.170 Deviations.

AUTHORITY: 5 U.S.C. 301; 40 U.S.C. 486(c).

SOURCE: 50 FR 8940, Mar. 5, 1985, unless otherwise noted.

#### 2952.000 Scope of part.

This part implements FAR part 52 which sets forth contract clauses for use in connection with the acquisition of personal property and nonpersonal services (including construction).

#### Subpart 2952.1—Instructions for Using Provisions and Clauses

##### 2952.102-1 Incorporation by reference.

(a) Preprinted standard general provisions sets will be maintained by the Office of Procurement and Grant Policy, Directorate of Procurement and Grant Management, and distributed to DOL contracting activities for use during the initial FAR and DOLAR familiarization period. Contracting activities will be responsible for inserting necessary additions and alterations into individual contracts to ascertain that the general provisions are current and appropriate to the circumstances of the individual contract.

(b) At a later date, when the FAR general provisions are familiar to both DOL personnel and the Department's contractors, the general provisions will be incorporated by reference.

##### 2952.170 Deviations.

(a) Individual or class deviations of provisions and clauses in FAR part 52 shall be authorized by the Director, Directorate of Procurement and Grant Management, as prescribed in subpart 2901.4.

(b) Any FAR provision or clause used with a deviation authorized in accordance

with paragraph (a) of this section shall be identified as prescribed in FAR 52.103.

### PART 2953—FORMS

Sec.

2953.000 Scope of part.

#### Subpart 2953.1—General

2953.103 Exceptions.

2953.108 Recommendations concerning forms.

2953.170 Forms for collection of information.

#### Subpart 2953.2—Prescription of Forms

2953.200 Department of Labor forms.

#### Subpart 2953.3—Illustration of Forms

2953.300 Scope of subpart.

2953.303 Agency forms.

2953.303- DL 1-1 Department of Labor Form DL 1-1, Requisition for Equipment, Supplies, or Services.

2953.303- DL 1-90 Department of Labor Form DL 1-90, Purchase Order.

2953.303- DL 1-194 Department of Labor Form DL 1-194, Certification Prior to Acquisition of Filing Equipment.

2953.303- DL 1-2004 Department of Labor Form DL 1-2004, Small Business Procurement Determination.

AUTHORITY: 5 U.S.C. 301; 40 U.S.C. 486(c).

SOURCE: 50 FR 8940, Mar. 5, 1985, unless otherwise noted.

#### 2953.000 Scope of part.

This part (a) prescribes Department of Labor (DL) forms for use in acquisition, (b) illustrates these forms, and (c) contains procedures for exceptions to forms prescribed in FAR part 53 or this part 2953.

#### Subpart 2953.1—General

##### 2953.103 Exceptions.

(a) Requests for exceptions to standard forms in FAR part 53 shall be submitted, as prescribed in FAR 53.103, to the Director, Directorate of Procurement and Grant Management, for further action.

(b) Requests for exceptions to Department of Labor (DL) forms in part

## Department of Labor

2953.303

2953 shall be handled as deviations (see subpart 2901.4).

### **2953.108 Recommendations concerning forms.**

Recommendations concerning forms (see FAR 53.108) shall be made as prescribed in 2901.304(e).

### **2953.170 Forms for collection of information.**

In accordance with the Paperwork Reduction Act of 1980 and 5 CFR part 1320, DOL Agencies/Offices imposing forms under contracts or subcontracts requiring the collection of information on identical items from 10 or more members of the public must obtain approval from the Office of Management and Budget.

## **Subpart 2953.2—Prescription of Forms**

### **2953.200 Department of Labor forms.**

This subpart prescribes Department of Labor (DL) forms for use in acquisition.

Consistent with the approach used in FAR subpart 53.2, this subpart is arranged by subject matter, in the same order as, and keyed to, the parts of the DOLAR in which the form usage requirements are addressed.

## **Subpart 2953.3—Illustrations of Forms**

### **2953.300 Scope of subpart.**

This subpart contains illustrations of Department of Labor (DL) forms used in acquisition.

### **2953.303 Agency forms.**

This section illustrates Department of Labor (DL) forms specified by the DOLAR for use in acquisitions. The forms are illustrated in numerical order. The subsection numbers correspond with the DL form numbers.

2953.303

48 CFR Ch. 29 (10-1-97 Edition)

**2953.303-DL 1-1 Department of Labor Form DL 1-1, Requisition for Equipment, Supplies, or Services.**

<b>U.S. DEPARTMENT OF LABOR</b> <b>REQUISITION FOR</b> <b>EQUIPMENT, SUPPLIES, OR SERVICES</b> <small>(Note General Instructions for Preparation on Reverse Side of Part 1.)</small>			1. REQUISITION NO.		2. BUREAU	
			3. PAGE NO. OF _____ PAGES		4. DATE	
5. ALLOTMENT AND APPROPRIATION			6. DELIVER TO:   <small>(Specify if inside delivery is required)</small>			
7. FOR INFORMATION CALL (Name, Ext.)						
8. SIGNATURE AND TITLE OF APPROVING OFFICER						
9. ITEM NO.	10. STOCK NO.	11. DESCRIPTION OF ARTICLES OR SERVICES <small>(Double space between items)</small>	12. QUANTITY	13. UNIT OF ISSUE	14. UNIT PRICE	15. AMOUNT
TO BE COMPLETED BY SUPPLY ACTIVITY						
16. SHIPPED VIA <input type="checkbox"/> Freight <input type="checkbox"/> Parcel Post <input type="checkbox"/> Mail			17. FILLED BY _____ DATE _____		18. PACKED BY _____ DATE _____	
19. CHECKED BY _____ DATE _____						
20. DATE OF SHIPMENT		21. BILL OF LADING NUMBER		22. ESTIMATED COST OF SHIPMENT		
TO BE COMPLETED BY RECEIVING ACTIVITY (Optional - See Instruction No. 6 on Reverse)						
23. SIGNATURE _____ TITLE _____ DATE _____						

DL FORM 1-1, REV. OCTOBER 1968

Department of Labor

2953.303

**2953.303-DL 1-90 Department of Labor Form DL 1-90, Purchase Order.**

Purchase Order

U.S. Department of Labor



<b>Method of Purchase</b> Form Approved Budget Bureau No. 48-R101 (See F. S. S. Cir. Ltr. No. B-89)		1. Federal Supply Schedule 2. Federal Supply, Service Contract 3. Direct Purchase Transfer 4. Advertising (BS 2108) 5. New Business Investigations 6. Other & Subcontracts from BS 2109 7. Miscellaneous	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> This number must appear on all packages and papers relating to this order! Order No. (33-40)	Date
Requisition No.	Agency	Form 1099 Required ..... No <input type="checkbox"/> Yes <input type="checkbox"/>		Page of
To		Ship To		

Invitation No.	Contract No.	Time for Delivery	Discount Terms
FOB Point	Ship Via	Gov't B/L No.	

Item No.	Quantity	Unit	Unit Price	Amount
<b>Total</b>				

22-DIGIT ACCOUNTING CODE
10-31

Payment will be made after receipt of articles ordered and upon proper completion and submission of invoice in triplicate to:

Original

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title  
(Authorized Purchasing Officer)

DL Form 1-90  
(Rev. Jan. 1976)

**PURCHASE ORDER TERMS AND CONDITIONS**

152.252-2 CLAUSES INCORPORATED BY REFERENCE (Apr 1984). This contract incorporates the following clauses by reference with the same force and effect as if they were given in full text. Upon request the Contracting Officer will make their full text available:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)  
CLAUSES

- 52.203-1 Officials Not to Benefit (Apr 1984)
- 52.203-3 Gratuities (Apr 1984)
- 52.203-4 Covenant Against Contingent Fees (Apr 1984)
- 52.212-9 Variation in Quantity (Apr 1984) (In the preceding clause the permissible variations are stated in the schedule)
- 52.215-1 Examination of Records by the Comptroller General
- 52.219-13 Utilization of Women-Owned Small Businesses
- 52.222-3 Convict Labor (Apr 1984)
- 52.222-4 Contract Work Hours and Safety Standards Act—Overtime Compensation—General (Apr 1984)
- 52.222-20 Walsh-Healey Public Contracts Act
- 52.222-26 Equal Opportunity (Apr 1984)
- 52.222-36 Affirmative Action for Handicapped Workers (Apr 1984)
- 52.222-40 Service Contract Act of 1965—Contracts of \$2,500 or Less (Apr 1984)
- 52.222-41 Service Contract Act of 1965 (Apr 1984)
- 52.225-3 Buy American Act—Supplies (Apr 1984)
- 52.232-1 Payments (Apr 1984)
- 52.232-8 Discounts for Prompt Payment (Apr 1984) (With Alternate 1)
- 52.233-1 Disputes (Apr 1984)
- 52.243-1 Changes—Fixed Price (Apr 1984)
- 52.249-1 Termination for Convenience of the Government (Fixed Price) Short Form) (Apr 1984)

**2953.303-DL 1-194 Department of Labor Form DL 1-194, Certification Prior to Acquisition of Filing Equipment.**Certification Prior to  
Acquisition of Filing Equipment**U.S. Department of Labor**

1. Requisition Number \_\_\_\_\_

**Instructions**

For standards and procedures pertaining to the disposition of records and utilization of filing equipment, refer to DLMS Chapter 1-Records Management. Prepare original and attach to requisition. Requests originating in the National Office will be routed to Division of Information Storage and Disposition Policy, DMPS, OASAM. Field locations will route requests to the RA, OASAM.

To: \_\_\_\_\_

3. From: (Requesting Office) \_\_\_\_\_

This request pertains to: (Check One) ☐ A. Acquisition of filing cabinets  
☐ B. Acquisition of other filing equipment

**Certification**

I hereby certify that actions prerequisite to requesting excess, rehabilitated, or new filing equipment have been completed as indicated below:

- ☐ a. Agency records have been disposed of in accordance with the General Records Schedules or approved Agency Records Schedules.
- ☐ b. Retention periods for records no longer required have been reduced to the absolute minimum.
- ☐ c. Inactive records have been retired to the Federal Records Centers.
- ☐ d. Contents of filing cabinets have been rehoused in more economical equipment where appropriate.  
(For example: shelf filing for records, shelving, storage cabinets, and similar equipment for stocks of forms, publications and office supplies.)
- ☐ e. Filing cabinets are being fully utilized, including top and bottom drawers, for housing records.  
(Drawers filled to optimum extent - usually 3/4 full to permit ready filing and finding; contents of cabinets that are less than half full have been consolidated.)
- ☐ f. Filing cabinets have been redistributed within the Agency to meet needs for special types and sizes of cabinets.
- ☐ g. Stocks of filing cabinets have been reduced to immediate needs and any unneeded cabinets have been reassigned to points of shortage within the Agency or reported as excess to OASAM.
- ☐ h. The requested equipment will not be used to house records that are eligible for disposition or retirement.

\_\_\_\_\_  
Signature of Agency Records Officer (or Agency Regional Administrator)\_\_\_\_\_  
Date\_\_\_\_\_  
Approved\_\_\_\_\_  
Signature of Departmental Records Officer or Regional Administrator—OASAM\_\_\_\_\_  
Date

**2953.303-DL 1-2004 Department of Labor Form DL 1-2004, Small Business Procurement Determination.**

Small Business  
Procurement Determination

U.S. Department of Labor



**Procurement Office**

Name and address of Contracting Officer		Telephone Number	Number and Date of Requisition
			Procurement Control Number
1. Description of proposed product and/or service		3. Estimated Cost	
		4. Proposed period of performance	
2. Proposed method of procurement		5. Has exact item/service been procured previously?	
(a) _____ 8(a) Procedures		6. Previous contract number:	
(b) _____ 100% Small business/labor surplus area set-aside		7. Date of previous award:	
(c) _____ 100% Small business set-aside		8. Previous method of procurement:	
(d) _____ Partial small business/labor surplus area set-aside		9. Total number of responses received:	
(e) _____ Partial small business set-aside		10. Number of responses from small business:	
(f) _____ 100% Labor surplus area set-aside/large business			
(g) _____ Unrestricted—proprietary item (explain below)			
(h) _____ Unrestricted—insufficient small business competition (explain below)			
(i) _____ Other (specify)			
Comments:			
11. Name and location of previous contractor:		12. Total price:	
<input type="checkbox"/> Small business <input type="checkbox"/> Large business			

Signature of Contracting Officer

Date

**Review by Small and Disadvantaged Business Specialists**

\_\_\_\_\_ I concur with the recommendations of the Contracting Officer  
 \_\_\_\_\_ I do not concur with the recommendations of the Contracting Officer

Comments:

Signature of Small and Disadvantaged Business Specialist

Date

**Review by the Small Business Administration's Procurement Center Representative**

\_\_\_\_\_ I concur with the recommendations  
 \_\_\_\_\_ Please solicit additional sources attached  
 \_\_\_\_\_ I do not concur with the recommendations and request suspension of this procurement action pending an appeal under FPR 1-1.706-2 (a) (1).  
 SBA Form 70 is attached.

Signature of Small Business Administration's Procurement Center Representative

Date

DL 1-2004  
7/82